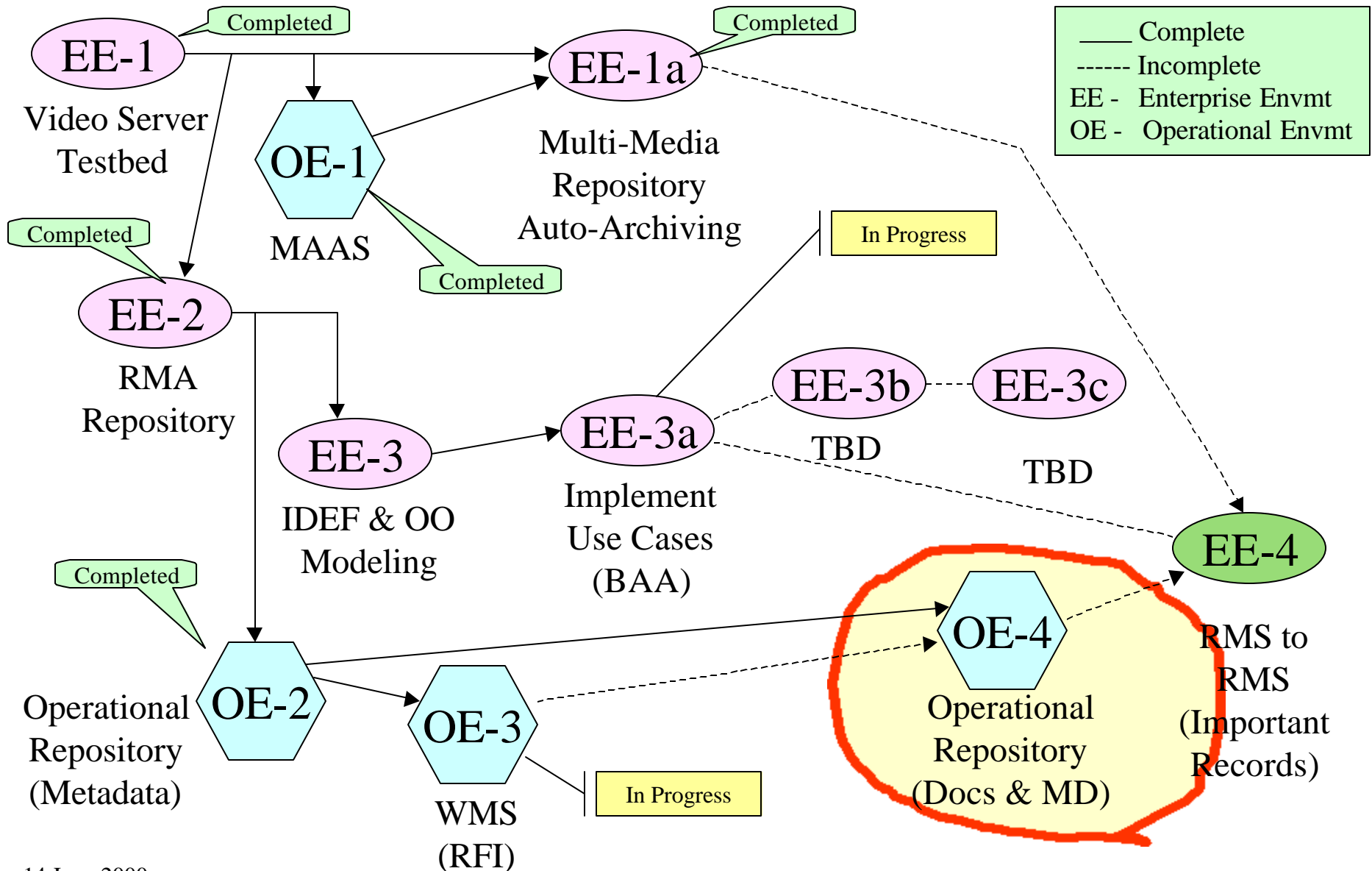


# DITT Prototyping Efforts OE-4 Operational Repository (Documents & Metadata)

Updated June 2000

Prepared by  
DITT Core Team  
Center for Army Lessons Learned

# DITT Operational Repository, OE-4



# DITT RIM Projects - Operational RMA Repository Prototype, OE-4

- Objective: web-enabled repository available from Intranet for Organization to save, search, retrieve, and consult long-term that is DoD-STD 5015.2 compliant
  - Implement an RMA as an organization repository for working and final documents
  - Implement standardized metadata requirements, automating collection and population as much as possible (OE-2)
  - Implement the records management requirements with little or no burden to desktop users

Based on outcome and findings from DITT Prototype OE-3.

# OE-4 Organizational Repository Web Browser



Currently available via CALL Intranet



Internal > Archives (scroll to bottom of page), TRIM WebDrawer

# OE-4 Org Repository -- “More Info”

- Click on “more info” to obtain document details

The screenshot displays a web application interface for the OE-4 Org Repository. The main content area shows details for document 'DITT - 2000/62'. A sidebar on the left contains a 'Quick Search' box, a 'Search' button, and a 'Help' link. The main content area is divided into several sections: 'Basic Record Details', 'Notes', 'Locations', 'Contacts', 'Navigate To', and 'Archiving'. The 'Contacts' section is highlighted with a red border. The 'Archiving' section shows the document's status as 'Made Active' and its 'Date of Last Action' as '5/3/2000'.

**CALL**  
IMPROVED APPLICATION

DITT - 2000/62 [Download](#)

Test Document for Organizational Repository -- FINAL

**Basic Record Details**

Expanded Record Number	
External Reference	
Record Plan	
Date Created	
Date Registered	
Security Level	
Caveat	
Schedule Number	

**Notes**

TRIM Screen Examples  
(THIS IS AN OPTIONAL FIELD)

**Locations**

Home Location	<a href="#">UAN</a>
Owner Location	<a href="#">UAN</a>
Current Location	<a href="#">UAN</a>

**Contacts**

Primary Contact	<a href="#">Karen Shaw</a>
Primary Contact Details	Karen Shaw Phone: 913 684 5989 10 Meade Avenue Fort Leavenworth KS 66027 Fort Leavenworth USA
Other Contacts Details	

**Navigate To**

First Part	<a href="#">2000/62</a>
Latest Part	<a href="#">2000/62</a>

**Archiving**

Date Closed	
Consignment Number	
Current Disposition	Made Active
All Pending Events	
Destroy on	
Date Inactive	
Date of Last Action	5/3/2000

**Quick Search**

[Help](#)

[Start Again](#)  
[System Status](#)

# OE-4 Organizational Repository

## Save Draft/Working Copy

Working DRAFT – 5 May 2000

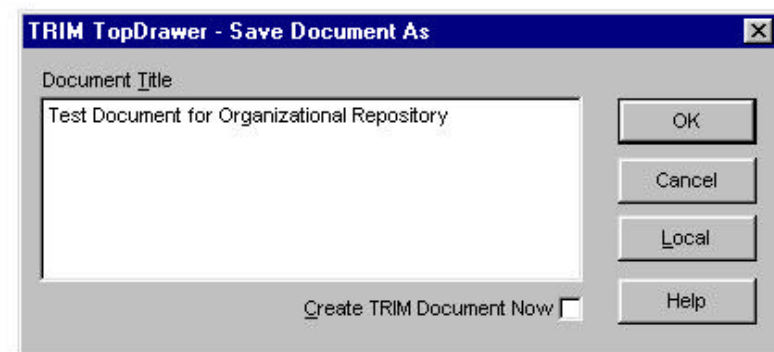
SUBJECT: Test document for Organizational Repository

This document was created in Word to demonstrate what a desktop user would currently see and do to save a working document (Draft) with TRIM activated. There are search and retrieval capabilities within TopDrawer. TopDrawer is fully integrated with the Organizational Repository (TRIM record repository) that has been functionally configured for CALL.

This draft is saved to the TRIM “TopDrawer” which looks and feels like the “I” drives currently used by CALL desktop users.

Karen A. Shaw  
DITT Project Officer

Created 5 May 2000

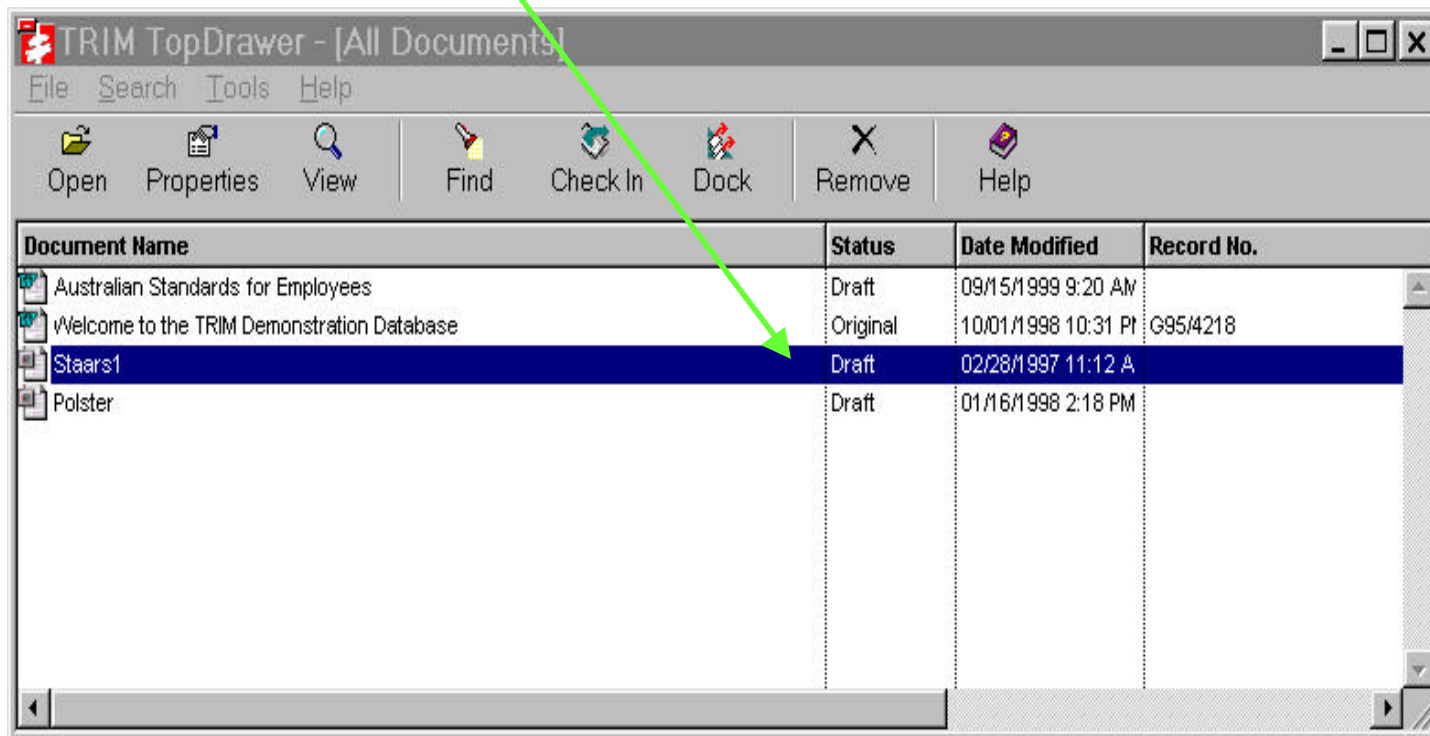


## *TRIM TopDrawer*



# OE-4 Organizational Repository

## *Retrieve Draft/Working Copy*



TRIM TopDrawer - [All Documents]

File Search Tools Help

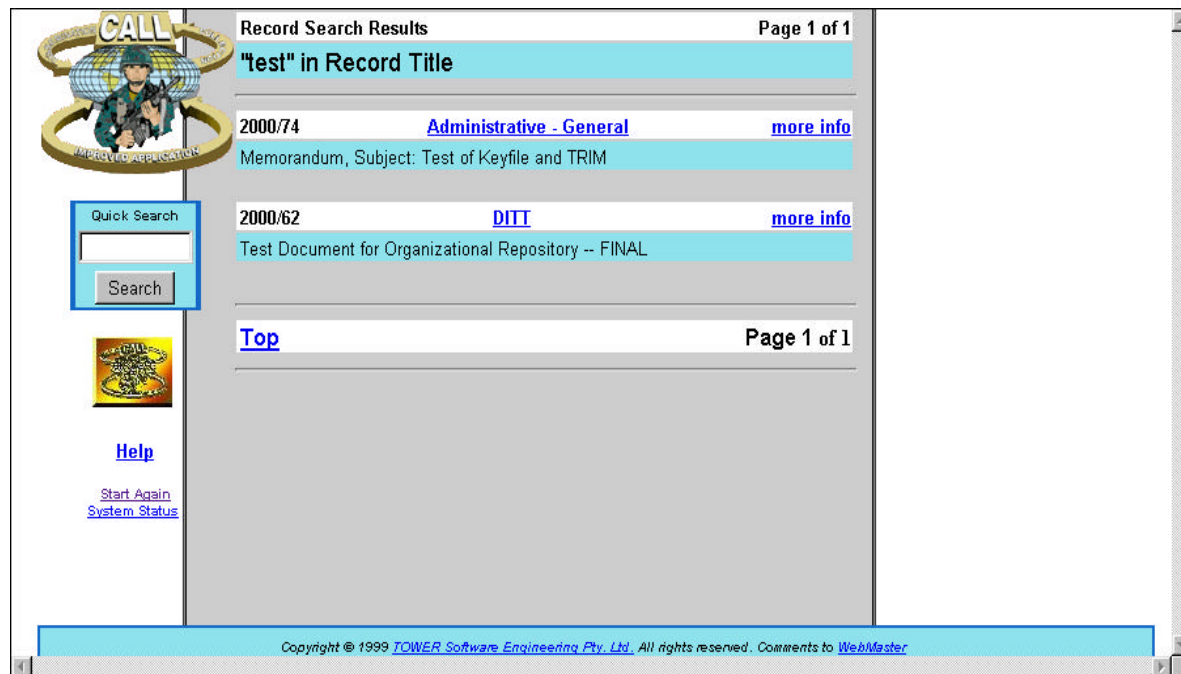
Open Properties View Find Check In Dock Remove Help

Document Name	Status	Date Modified	Record No.
Australian Standards for Employees	Draft	09/15/1999 9:20 AM	
Welcome to the TRIM Demonstration Database	Original	10/01/1998 10:31 PM	G95/4218
Staars1	Draft	02/28/1997 11:12 AM	
Polster	Draft	01/16/1998 2:18 PM	

*TRIM TopDrawer Repository*

# OE-4 Organizational Repository Search Results

- click on “DITT” -- hot-linked to “Original”
- launches respective software application (Word)
- user is provided most recent version -- always
- if content of “original” is changed in any way, system considers it a new document





# Configuration of RMAs

- Technical configuration is normally straightforward
- Functional configuration not so easy
  - many options
  - must consider impact of functional configuration on desktop users
- Automate collection and population of metadata and repository as much as possible
- Provide search capability to desktop users to find their “stuff” as well as other organization files they are authorized access to